

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.
 Region/Locality: Skyline Region
 Period: 05/30/04 - 06/25/04

Activity Report		
Task	Hours This Period	Comments
Active Tasks		
PSAP STRATEGIC PLANNING (1660)	4.00	
1. <i>Region</i> . Continued to monitor Phase I pending issues, close out deployments. Update database as needed. Revised plans to reflect current status, accomplishments, and problems. Began making plans for Phase II deployments. Reviewed items with each PSAP on individual basis.	3.00	Reviewed and revised each PSAP's project plan on a periodic basis. Discussed with appropriate director, staff, or technician.
2. <i>Region</i> . Reviewed and coordinated issues with LRK staff, directors/coordinators, and follow up of such. Provided more specific details to Sr. Project Manager.	1.00	
PSAP ASSESSMENTS (1661)	0.00	
FUNDING REQUEST/TRUE UP ASSISTANCE (1662)	5.50	
1. <i>Region</i> . Reviewed guidelines for upcoming true up.	0.75	Review to prepare for upcoming true up.
2. <i>Augusta County</i> . Met with Director to review FY04 true up documentation and assist with preparation for submission.	4.75	Reviewed documentation and assisted County with preparation for upcoming true up.
LEC/WSP LIAISON (1663) and ACCEPTANCE TESTING (1615)	50.00	
1. <i>Augusta County</i> . Completed and submitted Phase II survey for T-Mobile and VZW. Participated in C1 status call. Reviewed PII RFS letters sent by County. Obtained information to be provided as packet of all contact information for carriers. Meet with Director. Discussed issues related to LEC, upcoming testing with WSPs, and finalizing Phase II deployment.	9.50	Researched status of LECs, trunk orders, equipment issues, and WSPs. Assisted with coordination of efforts. Followed up on all pending issues and concerns. Some task overlap with Acceptance Testing task items. Entire Region/Individual PSAPs: Coordinated testing with WSPs, PSAPs, and LRK staff. Reviewed TVWs prior to test dates. Facilitated testing. Follow up on pending test issues. Updated PSAP information with such. Continued to review CMRS reports and validate. Continued contact with all carriers to review status of each PSAP. Followed up on discrepancies. Reviewed status with LRK staff. Involved meetings, calls, and/or e-mails with LEC, PSAPs, and WSPs. Coordinated and facilitated testing efforts with PSAPs and carriers. Assisted with resolution of problems. Followed up on pending issues. Some task overlap with LEC/WSP Liaison task items
2. <i>Harrisonburg/Rockingham County</i> . Completed and submitted Phase II survey for T-Mobile and Triton. Followed up with T-Mobile regarding status of availability of service. Participated in C1 status call.	8.50	
3. <i>Nelson County</i> . Participated in C1 status call. Coordinated and facilitated meeting with LEC and vendor re equipment issues and concerns. Obtained information to be provided as packet of all contact information for carriers. Coordinated and facilitated successful testing and deployment of Phase I with C1.	17.25	
4. <i>Rockbridge County</i> . Obtained information to be provided as packet of all contact information for carriers.	1.00	
5. <i>City of Staunton</i> . Participated in C1 status call. Obtained information to be provided as packet of all contact information for carriers.	1.25	
6. <i>City of Waynesboro</i> . Participated in C1 status call. Reviewed and began to follow up on emergency contact information for PSAP; there are concerns about the time it is taking to get a response. Obtained information to be provided as packet of all contact information for carriers. Coordinated and facilitated successful testing for deployment of Phase I with C1 and Triton.	12.50	

INSTALLATION OVERSIGHT (1614)	0.00	
CUT-OVER ASSISTANCE (1664)	0.00	
SYSTEM IMPLEMENTATION (1641)	0.00	
MAPPING/GIS ASSISTANCE (1642)	11.00	
1. <i>Augusta County</i> . Assisted with obtaining current CRS information for GIS Coordinator to create cell tower coverage layer.	2.00	Assisted PSAPs with display product issues.
2. <i>Nelson County</i> . Coordinated and facilitated meeting with Coordinator and mapping display product vendor. Followed up with related issues. County to make decision latter part of next month.	9.00	
PROJECT REPORTING (1652)	8.00	
1. <i>Region</i> . Collected information and prepared monthly report for WSB. Reviewed with directors. Continued to work closely with WSPs to confirm and verify dates and action items. Reviewed with supervisor. Updated database.	8.00	Prepared report outlining pertinent information for each PSAP for monthly report. Submitted for review and submission.
TRAINING (1665)	0.00	
TOTAL HOURS	78.50	
Completed Tasks		
PSAP Assessments	Entire Region	
Equipment Installations/Upgrades	See Attached PSAP Status Update	
Deployments	See Attached PSAP Status Update	
FY 02 True Ups Submitted	Entire Region	
FY 03 Requests Submitted	Entire Region	
FY 03 True Ups Submitted	Entire Region	
FY 04 Requests Submitted	Entire Region	
FY 04 True Ups Submitted	In Process	
FY 05 Requests Submitted	Entire Region	
Issues of Importance / Accomplishments		
Equipment Installations/Upgrades Pending - See Attached PSAP Status Update.		
Deployment Issues - See Attached PSAP Status Update.		